

**COUNTY OF LOS ANGELES- DEPARTMENT OF MENTAL HEALTH**

**CHILDREN'S SYSTEMS OF CARE  
SERVICE AREA 3 – SPECIALIZED FOSTER CARE PROGRAM**

**TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION  
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

**INTERMEDIATE TYPIST CLERK**

The Specialized Foster Care Program in Service Area 3 is recruiting to fill an Intermediate Typist Clerk position. This position works in a team environment, but also requires the ability to prioritize assignments while working independently.

**EXAMPLES OF DUTIES:**

- Answers telephones, take messages for staff and routes calls appropriately.
- Ensures all clinical charts are filed and stored according to State MediCal standards.
- Enters Pre Admit/Admission bundles, scans documents and sets up financial eligibility for CSAT referrals into IBHIS.
- Ensures that all claims by staff are attested by due date, alerting supervisor of missing documentation.
- Ensures that all claims are posted in a timely manner.
- Assist Program staff in completing periodic assignments requiring data collection, creation of new forms, etc.
- Recognizes the need for revisions in office, clerical and secretarial procedures and makes recommendations regarding such changes.
- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests both written and verbal.
- Operates personal computer (Microsoft Word, Excel, Outlook, etc.)
- Checks documents for completeness, accuracy and compliance and other requirements.
- Assumes responsibility as assigned for performing other special duties related to the overall operation of the unit, i.e., processing mail, photocopying, monitoring request for time off and faxing.

**DESIRABLE QUALIFICATIONS:**

1. Good written and oral communication skills
2. Strong interpersonal skills
3. Strong computer knowledge
4. Knowledge and experience with IBHIS and running IBHIS reports is a plus

Individuals holding the title of Intermediate Typist Clerk should **fax or e-mail** their resume, last two master time cards, and last two (2) Performance Evaluations on or before **September 12<sup>th</sup> 2014:**

For Additional Information Please Contact:  
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**AN EQUAL OPPORTUNITY EMPLOYER**